

**TERM 3 BOARD MEETING MINUTES**  
Aspiri Primary School

**DATE:** 21/08/2024

**TIME:** 3pm

**LOCATION:** Aspiri Primary School Library

**CHAIRPERSON:** Michael Wiltshire

**SECRETARY:** Jasvinder (Jessy) Singh

**ATTENDEES - COMMUNITY BOARD MEMBERS:** Michael Wiltshire, Jason Coleman, Chris Lloyd, Jasvinder (Jessy) Singh, Geraldine Stewart and Amit Singh.

**ATTENDEES - EDUCATION BOARD MEMBERS:** Kristy Mularczyk (Principal), Kim Snowden (Associate Principal), Anna Brenkley (Teacher) and Tamara Fry (Teacher).

**INVITEES:** Jackie Adams, Julia Yusof, Kate Gnanapragasam (P&C President)

**APOLOGIES:** Mahesh Iyer, Frank Robinson, Angeline Wati and Jaqueline Venter.

Item No.	Item / Presenter	Paper	Summary Of Update /Discussion	Notations	Actions
1.	Michael Wiltshire <ul style="list-style-type: none"> <li>Welcome, attendance, apologies, quorum, and acknowledgement of country.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>The meeting was opened at 3pm, and a quorum was noted. Acknowledgement of country presented.</li> <li>This meeting was an open meeting as such it is worth noting that: <ul style="list-style-type: none"> <li>One community member attended in person.</li> <li>One community member participated via MS Teams.</li> </ul> </li> </ul>		
2.	Michael Wiltshire <ul style="list-style-type: none"> <li>Minutes of previous meeting and business arising.</li> </ul>	20240522 Board Meeting Minutes Term 2 2024	<ul style="list-style-type: none"> <li>Michael requested acceptance of previous meeting minutes from members who attended the last meeting. Michael motioned to accept the minutes first and seconded by Amit.</li> </ul>		
3.	Kate Gnanapragasam	N/A	<ul style="list-style-type: none"> <li>Kate walked the board through the P&amp;C update. <ul style="list-style-type: none"> <li>The P&amp;C Annual General Meeting (AGM) took place on July 20, 2024, with 14 community members in attendance. All attendees agreed to join the P&amp;C as general committee members.</li> <li>The P&amp;C President, Vice President, and Secretary continue in their roles from the previous year.</li> </ul> </li> </ul>		

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			<ul style="list-style-type: none"> <li>• It is pleasing to note that the P&amp;C has had a successful 2023/2024 year so far, raising \$74K to date. The P&amp;C has pledged to contribute \$30K over the year for the installation of verandas outside the Mia Mia classrooms, with an initial donation of \$15K and the remaining amount to be donated later in the year.</li> <li>• The P&amp;C is considering allocating \$10K-\$12K for painted floor murals to create additional play spaces around the school. This initiative aims to address the reduction in play areas due to the growing number of students.</li> <li>• Upcoming events summary was also shared: <ul style="list-style-type: none"> <li>○ The Father's Day stall is scheduled for the last week of August 2024. For the first time, an online payment option was introduced, offering an alternative to the traditional method of dropping off envelopes at the school office. Despite the additional \$0.50 fee for online transactions, the system has been well received by the community.</li> <li>○ The cake stall at the athletics carnival is scheduled for September 18th, 2024. The P&amp;C has purchased additional equipment to help manage the stall for this event and future such events.</li> <li>○ The Silly sock/croc day will take place on the last day of the school for Term 3 on the 20<sup>th</sup> of September 2024.</li> <li>○ The Aspiri Festival is being planned, featuring three stalls for students and the community: badge-making, funny face biscuit decorating, and a gibbets stall.</li> <li>○ The Colour Run and Festive free dress day are being planned for as well which will take place towards the end of the year.</li> </ul> </li> <li>• On behalf of the board, Michael took the opportunity to thank and acknowledge Kate and the P&amp;C for their efforts and contributions to the school.</li> </ul>		
4.	Julia Yusof	School Leader	<ul style="list-style-type: none"> <li>• Julia presented the School Leader report to the board.</li> </ul>		

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	<ul style="list-style-type: none"> <li>The Drivers of Success for Students</li> </ul>	Report	<p>This report gathers data to identify and address student well-being needs and includes information on the 21 drivers, ranked from highest to lowest, based on average scores across years 3 to 6. Julia noted that the survey was trialled with students in years 3-6. Teachers reported that some of the questions might have been a bit challenging for year 3 students. However, the data collected appeared consistent, suggesting that most students understood the questions.</p> <ul style="list-style-type: none"> <li>This report was then shared with the school staff on school development day to discuss the findings. It was shared that the highest scoring drivers, averaging above 70% across the years surveyed were connection and purpose, agency, self-belief, motivation and hope while the lowest scoring drivers that averaged below 70% across the years surveyed were self-regulation, self-awareness, tools and resources, habit and self-reflection amongst others. The report was generated at the levels of year groups, cohorts, and individual classes. In the future, there are plans to issue reports at the individual student level for parents to take home. However, this is still in the planning stages, as it is essential to understand the effectiveness of the report's outcomes before distributing it to the community.</li> <li>Geraldine asked if the teachers agreed with the findings and Julia noted that overall, the teachers found the results consistent with what was to be expected.</li> <li>It was also suggested that, given self-regulation was one of the lowest-scoring drivers, it might be helpful to consult with the occupational therapist the school works with. The OT could provide insights and feedback on how to better encourage self-regulation among students.</li> </ul>		
5.	Jackie Adams <ul style="list-style-type: none"> <li>Finance Report</li> </ul>	One Line Budget Summary August 2024	<ul style="list-style-type: none"> <li>Jackie presented the summary, beginning with a report on the bank balance, which stands at a healthy approximate sum of \$742K. About \$442K was transferred to reserves to cover costs related to the</li> </ul>		

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			<p>installation of the undercover area and verandas. Although some of the veranda expenses are expected to be reimbursed, the school had to make these payments upfront to initiate the work.</p> <ul style="list-style-type: none"> <li>• Jackie noted that the financial situation is currently fluid, with the need to finalise the year’s accounts. This involves determining what needs to be carried over to the next financial year and planning for the upcoming year.</li> <li>• Chris inquired whether OSH had any plans to donate towards the undercover area and verandas. Kristy and Jackie informed the board that OSH and the school are scheduled to meet early next term to discuss the potential for OSH’s contribution.</li> <li>• Jackie requested the board’s feedback on selecting Campion as the preferred stationery vendor for the school, so she and her team can proceed with preparing the booklist to be presented at the next board meeting. The board had no specific objections and was comfortable with Jackie moving forward. Michael provided context for the feedback request, explaining it for the benefit of the community members attending the open board meeting and the new board members. Last year, Jackie conducted an extensive review and obtained community feedback on Campion as a stationery provider, leading to the decision to continue with them. Jackie also noted that the community is welcome to purchase items from the booklist from other providers if desired. Given the thorough nature of the previous review, the board and Kristy agreed that a new review was not necessary at this time but might be considered in the future.</li> <li>• Jackie also noted that while the student-centred funding section in the financial summary report shows a large total of \$9.6 million, 90% of this amount is allocated to staff salaries. The funding is based on a forecast of the total number of students enrolling at the beginning of the year. Any additional students who join later will incur costs that the school</li> </ul>		

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			<p>must absorb. James asked about the percentage difference between the initial student count and the current number in a given year. Jackie and Kristy confirmed that the school, for this year initially projected 982 students but now has nearly 1,000. It was highlighted, that the school had an increase in the number of students with 23 students joining last October alone. The school is projected to have 1,041 students next year, and new land releases could bring in more.</p> <ul style="list-style-type: none"> <li>• Jessie inquired about the implications if the student count rose to 1,100 or 1,200. Kristy explained that Kim manages class structures to accommodate an additional 50-55 students beyond the projection. However, if numbers exceed this, the school might face challenges. With no new schools planned in the area until 2028, the board is concerned, with the projection the school could reach 1,250 students by then. To address this, the school is exploring options like alternative office locations. Chris suggested the pavilion as a possible solution. While it is a viable short-term option, logistics and staff schedules may limit its practicality.</li> </ul>		
6.	<p>Kristy Mularczyk</p> <ul style="list-style-type: none"> <li>• School Governance and Self Review</li> </ul>		<ul style="list-style-type: none"> <li>• Kristy highlighted that the school's technology working party has proposed starting the iPad program in year 3 instead of year 4. Kristy pointed out that current school data indicates students have weak digital technology skills, and initiating the program earlier could help address this issue. Starting the program in year 3 would also align with NAPLAN testing, allowing students to become proficient users before the test. The goal is to enhance the school's digital tech performance relative to curriculum requirements. Additionally, Progressive Achievement Tests (PAT) require digital technology use. Kristy emphasised that while improving students' typing skills is important, research on child development highlights the significance of handwriting. She assured</li> </ul>		

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		Extension Students Report	<p>the board that handwriting development remains a key part of the literacy curriculum. There needs to be a balance between developing fine motor skills through handwriting and acquiring digital technology skills. Chris inquired if other schools began their iPad programs earlier or later, to which Kristy responded that it varies by school, as there is no standardized approach. It was also noted that students who cannot afford iPads will still have access to them, but only while at school. It is expected that the proposal will be approved. The board unanimously supported it, and the school community will be informed of this update to allow them to prepare for the change.</p> <ul style="list-style-type: none"> <li>• Kristy reviewed the Extension Students report with the board, which included feedback from students indicating that they may not be sufficiently challenged at school. The report highlighted that 10% of students are classified as gifted, while an additional 15% are considered high achievers. It also noted that 25% of students in a typical classroom require enrichment materials.</li> <li>• The findings from this report led to several recommendations, including: <ul style="list-style-type: none"> <li>○ Implementing programs to enhance the social skills of gifted students,</li> <li>○ Offering professional development for school staff on identifying high-achieving students,</li> <li>○ Providing external extension opportunities, such as participating in a Lego league,</li> <li>○ Supplying families with resources to better support students at home.</li> </ul> </li> </ul>		
10	Roundtable Discussion <ul style="list-style-type: none"> <li>• Other Business</li> </ul>		<ul style="list-style-type: none"> <li>• Michael gave the board a brief update on his meeting with Yaz Mubarakai. Michael and Kristy met before the end of last term to discuss financial commitments, though these were only verbal at this stage. They also talked about issues related to school traffic flow, including the need for traffic attendants and undercover areas. They discussed potential</li> </ul>		

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			<p>improvements, such as adding shelters or covered seating areas, which would benefit both the school and the oval. However, these changes might not fully address the needs of the kiss-and-drop zones. No additional feedback was received from Yaz Mubarakai regarding the previously discussed funding.</p> <ul style="list-style-type: none"> <li>• A meeting will be arranged with the Minister of Education for WA, which will be attended by Michael, Kate, and Kristy, to address school-related matters.</li> <li>• Michael also informed the board that he plans to meet with a subject matter expert from the shire next week to discuss traffic management solutions.</li> </ul>		
11	Next Meeting		<ul style="list-style-type: none"> <li>• Wednesday 13<sup>th</sup> November 2024.</li> </ul>		
12	Close		<ul style="list-style-type: none"> <li>• The meeting closed at 4.25pm</li> </ul>		

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**Signed (Chair)**

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**Date**